

OSS
Form 68 (Revised)

WAR DEPARTMENT		OFFICIAL DISPATCH	STRATEGIC SERVICES UNIT
DATE	5 SEPTEMBER 1946	REC'D	0937 6 SEPT 1946
TO	SEE BELOW	TOP SECRET CONTROL	
FROM	WAR DEPARTMENT - STRATEGIC SERVICES UNIT		PRIORITY ROUTINE DEFERRED
DISTRIBUTION			WASH 2689
(CONFIRMATION TO ORIGINATOR)		(FOR INFORMATION)	
DIR (1-2-3)		SEE BELOW	

U. S. GOVERNMENT PRINTING OFFICE 16-37883-1

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PARAPHRASE NOT REQUIRED. HANDLE AS ~~TOP SECRET CONTROL~~
 CORRESPONDENCE PER PARAS 51(I) 60(A) AR-380-5

INFO: SVC (4), PERSO (5), OIC (6), REG (7), FBM (8-9), FBK (10),
 FBL (11), FBP (12), FBV (13), FBZ (14), FBX (15), PPS/PSD (16),
 SUP (17), TRANS (18), FISCAL (19), SP FD (20), OPAUX (21), BUDGET (22). 25X11A

TO: CHIEFS OF MISSIONS IN
 CHIEFS OF STATIONS IN

CITE: WASHA. SIGNED:

1. RE VANDENBERG'S CABLE #2680 DATED 5 SEPT. ALL SSU OVERSEAS ESTABLISHMENTS WILL BE LIQUIDATED EFFECTIVE CLOSE OF BUSINESS 19 OCTOBER 1946. FOLLOWING ADMINISTRATIVE PROCEDURES AND POLICIES ARE SET FORTH TO CARRY OUT SSU LIQUIDATION.

PERSONNEL.

2. NOT LATER THAN 19 SEPTEMBER CHIEFS OF MISSIONS WILL DELIVER WRITTEN NOTICES OF TERMINATION EFFECTIVE COB 19 OCTOBER 1946 TO ALL SSU CIVILIAN EMPLOYEES UNDER THEIR JURISDICTION. SAMPLE TERMINATION FORM BEING AIRPOUCHED. IF FORM NOT RECEIVED BY 19 SEPTEMBER, IMPROVISE

INITIALS OF "RELEASING" OFFICER

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LETTER FOR TERMINATION GIVING FULL THIRTY DAY'S NOTICE REQUIRED AND OBTAIN WRITTEN RECEIPT FROM EMPLOYEES.

3. ADVISE IMMEDIATELY BY CABLE NAMES AND STATIONS OF: (A) CIVILIANS YOU RECOMMEND FOR APPOINTMENT BY CIG; (B) MILITARY AND NAVAL PERSONNEL, PLUS SERIAL NUMBERS, YOU DESIRE TRANSFERRED TO CIG; (C) CIVILIAN, NAVAL AND MILITARY PERSONNEL AND SERIAL NUMBERS WHO ARE NOT REPEAT NOT TO BE PICKED UP BY CIG.

4. CIVILIAN PERSONNEL NOT REPEAT NOT TO BE APPOINTED BY CIG SHOULD BE ENROUTE TO U.S. BY 1 OCTOBER. EXTENSIONS OF EFFECTIVE DATE OF TERMINATION WILL BE ISSUED BY WASHINGTON IN THE EVENT ARRIVAL IN U.S. DOES NOT TAKE PLACE ON OR BEFORE 19 OCTOBER. MILITARY AND NAVAL PERSONNEL NOT TRANSFERRED TO CIG WILL BE DISPOSED OF ACCORDING TO EXISTING OR OTHER REGULATIONS.

5. TEMPORARY LETTERS OF APPOINTMENTS SHALL BE ISSUED BY CHIEF OF MISSION FOR POSITIONS IN CIG AT SAME GRADE AND RATE OF PAY AS EMPLOYEES RECEIVED AT TIME OF SEPARATION FROM SSU.

6. THE USE OF VOUCHERED FUNDS OVERSEAS WILL BE DISCONTINUED AND ALL SALARIES AND EXPENSES INCURRED AFTER 19 OCTOBER WILL BE PAID FROM "SPECIAL FUNDS".

7. PERMANENT STATUS EMPLOYEES WILL RETAIN ALL CIVIL SERVICE RIGHTS AND RETIREMENT PRIVILEGES, ALTHOUGH APPOINTED ON SPECIAL FUNDS ROLLS OF CIG. ALLOTMENTS TO DEPENDENTS, DEDUCTIONS FOR RETIREMENT, BONDS, INSURANCE, ETC., WILL CONTINUE TO BE MADE BY WASHINGTON.

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8. RESTRICT TRAVEL OF EMPLOYEES DURING MONTH OF OCTOBER EXCEPT IN CASES OF EXTREME EMERGENCY, AS EMPLOYEES IN TRAVEL STATUS FOR THE PURPOSE OF CHANGING OFFICIAL STATION ON 20 OCTOBER CANNOT BE PICKED UP BY CIG UNTIL AFTER ARRIVAL AT NEW STATION. THEREFORE, ALL EMPLOYEES SHOULD BE AT THEIR OFFICIAL STATIONS ON OCTOBER 19 AND 20. NAMES OF EMPLOYEES IN TRAVEL STATUS TO MEET EMERGENCIES ON 20 OCTOBER SHOULD BE FURNISHED WASHINGTON BY CABLE.

9. ALL OBLIGATIONS INCURRED ON OR AFTER 20 OCTOBER MUST BE FOR AND ON BEHALF OF CIG. SSU VOUCHERED OBLIGATIONS INCURRED PRIOR TO THAT DATE MUST BE PAID FROM SSU FUNDS BY 31 OCTOBER 1946. REQUESTS FOR PAYMENT AFTER THAT DATE ON VOUCHERED SSU OBLIGATIONS MUST BE FORWARDED TO WASHINGTON FOR PAYMENT.

PROCUREMENT.

10. CONTINUE TO PROCURE SUPPLIES, EQUIPMENT AND GENERAL SERVICES FROM ARMY IN ACCORDANCE WITH AGAO-400, SUBJECT: "SUPPLIES AND EQUIPMENT FOR STRATEGIC SERVICES UNIT", AUTHORITY FOR THIS TO BE CABLED BY WD TO CG YOUR THEATER.

11. IN LOCATIONS WHERE PROCUREMENT OF SUPPLIES FROM ARMY HAVE NOT BEEN OR WILL NOT BE PRACTICAL, SPECIAL FUNDS ARE TO BE USED FOR ALL LOCAL PROCUREMENT.

12. PHYSICAL INVENTORIES OF EXPENDABLE AND NONEXPENDABLE ITEMS MUST BE TAKEN AS OF 20 OCTOBER AND LISTED ON WD FORM NO. 444 BY

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PRESENT LOCATION AND FORWARDED IN DUPLICATE TO EXECUTIVE FOR PERSONNEL AND ADMINISTRATION, CIG.

TRANSPORTATION.

13. CONTINUE TO OBTAIN PERSONNEL TRANSPORTATION FROM ARMY WHEN POSSIBLE.

SECURITY

14. EXERCISE EXTREME CAUTION IN SELECTING EMPLOYEES FOR APPOINTMENT BY CIG. ALL PERSONNEL MUST BE PERSONS WHOSE LOYALTY, INTEGRITY AND DISCRETION ARE UNQUESTIONED. CERTIFICATES BY CHIEF OF MISSION WILL BE ACCEPTED AS PROVISIONAL SECURITY CLEARANCE. CERTIFICATES LISTING NAMES OF CIVILIAN, MILITARY AND NAVAL PERSONNEL MUST REACH WASHINGTON BY 20 OCTOBER 1946.

15. EXTREME CAUTION WILL BE EXERCISED TO PREVENT SSU-CIG AFFILIATION BEING EVIDENCED OR INDICATED AS TO BUILDINGS, PROPERTY, MARKINGS, OR IN ANY OTHER MANNER EXCEPT TO ONLY THE VERY MINIMUM NUMBER OF PROPER AUTHORITIES. LETTER BEING POUCHED. EACH PERSON WILL BE CAREFULLY INSTRUCTED TO THE EFFECT THAT NO CONNECTION TO CIG IS TO BE INDICATED IN ANY WAY BY EMPLOYEES OR BY PHYSICAL MEANS.

SPECIAL FUNDS.

16. AS OF COB 19 OCTOBER NEW AND SEPARATE CIG FINANCIAL BOOKS WILL BE OPENED. ALL OBLIGATIONS INCURRED ON OR AFTER 20 OCTOBER WILL BE RECORDED THEREIN. OLD SSU UNVOUCHERED OBLIGATIONS INCURRED PRIOR TO 20 OCTOBER WILL CONTINUE TO BE PAID FROM SSU FUNDS AND BE RECORDED

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IN SSU FINANCIAL RECORDS. THESE TWO SEPARATE SETS OF BOOKS WILL BE MAINTAINED INDEFINITELY UNTIL ALL SSU OBLIGATIONS ARE LIQUIDATED AND FURTHER INSTRUCTIONS ARE ISSUED.

17. TRANSFER FROM SSU FUNDS ON 19 OCTOBER, AND MONTHLY THEREAFTER UNTIL FURTHER NOTICE OR RECEIPT OF ADEQUATE CIG FUNDS, SUFFICIENT FUNDS OF ALL TYPES TO MEET ESTIMATED OPERATING EXPENSES OF FOLLOWING MONTH.

18. ISSUE COMPULSORY CALL FOR ACCOUNTINGS THROUGH 19 OCTOBER 1946 ON ALL OUTSTANDING ADVANCES. AS ACCOUNTINGS ARE RECEIVED THROUGH THAT DATE TRANSFER BALANCES TO CIG RECORDS.

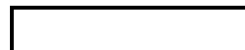
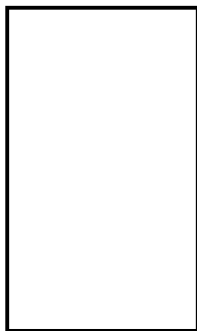
19. ISSUE SSU FINANCIAL REPORT AS OF COB 19 OCTOBER AND TWO SEPARATE REPORTS MONTHLY THEREAFTER AT END OF CALENDAR MONTH INCLUDING 31 OCTOBER.

20. DETAILED INSTRUCTIONS, FORMS, ETC., TO FOLLOW BY POUCH.

21. CLARIFICATION OF ANY DOUBT REGARDING THESE INSTRUCTIONS SHOULD BE REQUESTED BY CABLE.

COORDINATION:

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TOD: 2330 10 SEPT 1946.

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